

BILL NO. 85-29

AS AMENDED

COUNTY COUNCIL

OF

HARFORD COUNTY, MARYLAND

BILL NO. 85-29 (AS AMENDED)

Introduced by Council President Hardwicke at the request of the County Executive

Legislative Day No. 85-16 Date June 4, 1985

AN ACT to repeal Section 201A, heading, Classified Service, of the Code of Public Local Laws of Harford County, and to add new Article I, heading, Classified Service, to Chapter 16, heading, Personnel, of the Harford County Code, as amended, to stand in lieu of the repealed Section 201A; to provide rules and regulations governing classified employees employed by the government of Harford County, Maryland; and generally relating to the system of personnel administration for Harford County employees in the classified service.

By the Council, June 4, 1985

Introduced, read first time, ordered posted and public hearing scheduled on: July 2, 1985

at: 7:00 P.M.

By Order: Angela Markowski, Secretary

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Bill having been published according to the Charter, a public hearing was held on July 2, 1985 and concluded on July 2, 1985.

Angela Markowski, Secretary

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW. [Brackets] indicate matter deleted from existing law. Underlining indicates language added to Bill by amendment. Language lined through indicates matter stricken out of Bill by amendment.

BILL NO. 85-29

AS AMENDED

1 Section 1. Be It Enacted By The County Council of Harford County,  
2 Maryland, that Section 201A, heading, Classified Service, of the  
3 Code of Public Local Laws of Harford County, be, and it is hereby  
4 repealed and that new Article I, heading, Classified Service, be,  
5 and it is hereby added to Chapter 16, heading, Personnel, of the  
6 Harford County Code, as amended, to stand in lieu of the repealed  
7 section 201A, all to read as follows:

8 Article I. Classified Service.

9 Chapter 16. Personnel.

10 Section 16-1. Position Classification Plan.

11 (a) Definition.

12 (1) Position - is a group of duties and responsibilities  
13 to be performed by an employee. A position may be occupied or  
14 vacant.

15 (2) Position Description - is a written explanation of  
16 one (1) position or of several very similar positions which always  
17 includes a title, a general definition of responsibilities, a list  
18 of typical duties, and the minimum qualifications.

19 (3) Position Classification - the grade and pay plan  
20 applicable to any position in connection with title; working or  
21 office titles may be used for purposes of internal administration.

22 Section 16-2. Administration.

23 (a) The Personnel Officer shall be responsible for the  
24 administration of the approved Position Classification Plan.

25 (b) If an approved classification does not exist, the  
26 Personnel Officer shall recommend to the Personnel Advisory Board  
27 the establishment of a new classification for their approval,  
28 adoption, and inclusion in the Position Classification Plan.

29 (c) Abolishment or reclassification of any position in the  
30 Position Classification Plan must be approved by the Personnel  
31 Advisory Board.  
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1 (d) Any changes or additions to the Position Classification  
2 Plan shall become effective only after approved by the County  
3 Council.

4 (e) Temporary classifications may be established as required  
5 to comply with state and federal grants and do not have to be in  
6 the approved Classification Plan for permanent employees. No  
7 person employed under a temporary classification shall be assigned  
8 as, or paid as, a permanent employee until the position has been  
9 duly adopted in the Classification Plan for permanent employees,  
10 and the position has been subjected to the normal hiring  
11 procedures for new positions.

12 Section 16-3. Maintenance of Plan.

13 (a) The Personnel Officer may require department heads to  
14 complete and submit position questionnaires on an annual basis or  
15 sooner if needed.

16 (b) The original official copy of all positions in the  
17 Position Classification Plan will be maintained in the office of  
18 the Personnel Officer.

19 Section 16-4. Compensation Plan.

20 (a) Employee Status.

21 (1) All new employees shall be subject to a six (6)  
22 month probationary period, except all law enforcement and  
23 detention center personnel who shall be subject to two (2) years  
24 probation. Once a probationary period has been satisfied, the  
25 employee will not be required to serve any further probationary  
26 period, except any period established for disciplinary reasons.

27 (2) A probationary status classified employee shall be  
28 retained beyond the end of his or her probationary period and  
29 granted a permanent Civil Service status after six (6) months of  
30 probation if the department head concerned certifies that the  
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1 performance of the probationary employee is satisfactory and  
2 recommends to the Personnel Officer that the employee be given  
3 permanent status.

4 (3) Entrance level position (laborer) probationary  
5 period shall be only three (3) months.

6 (b) New Appointees and Reinstated Employees.

7 (1) A new employee shall be paid at the minimum rate of  
8 pay for his grade.

9 (2) Reinstated employees may be paid at a rate  
10 commensurate with his experience and years of service with the  
11 County before separation.

12 (3) Exceptions to 1 and 2 above may be granted with the  
13 prior approval of the Personnel Officer and the County Executive.

14 (c) Demotions.

15 A demotion is the movement of an employee from his  
16 present position to a lower position with or without a decrease in  
17 compensation.

18 (d) Transfers.

19 A transfer is the movement of an employee from his  
20 present position to a comparable position with or without an  
21 increase in compensation.

22 (e) Part-Time Employees.

23 An employee hired on a regular basis but whose hours of  
24 work are less than that of a full-time employee.

25 (f) Overtime.

26 (1) Hourly employees will be paid one and one-half  
27 (1-1/2) times their hourly rate for all required overtime worked  
28 in excess of eight (8) hours per day or forty (40) hours per week.

29 (2) Inspection forces required to work the same hours as  
30 contractors shall accumulate overtime worked in excess of eight  
31 (8) hours worked per day or forty (40) hours worked per week on an  
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1 hour-for-hour basis and such accumulated hours shall be granted as  
2 compensatory time off at a time convenient to the work schedule,  
3 but not later than February 28 of the next year.

4 (3) Law enforcement employees will be paid one and  
5 one-half (1-1/2) times their hourly rate for all required overtime  
6 worked in excess of forty (40) hours per week or compensatory time  
7 will be granted at the same rate, except in cases of emergency.  
8 All overtime must be authorized in advance by the department head.

9 (g) Compensatory Time.

10 All annual salaried employees may be required to perform  
11 overtime work. At the discretion of the department head, they may  
12 be granted compensatory time.

13 (h) Interpretation.

14 The Personnel Officer shall be responsible for interpret-  
15 ing the application of the plan to pay problems which are not  
16 specifically covered by these Rules and Regulations using the  
17 principles expressed herein as a policy guide.

18 (i) In-Grade Pay Increase.

19 In-grade pay increases for all permanent classified  
20 employees will be awarded by the Personnel Advisory Board only  
21 when a satisfactory or better overall performance rating has been  
22 recorded by the employee's department head.

23 (j) Waiting Time.

24 Any person hired, re-engaged or promoted between the  
25 dates of January 1 and June 30, inclusive may receive his annual  
26 in-grade increase as of January 1 next following his entrance or  
27 promotion and subsequent increase in that classification shall be  
28 paid annually on January 1. Any person hired, re-engaged or  
29 promoted between the dates of July 1 and December 31, inclusive  
30 may receive his annual in-grade increase as of July 1 next  
31 following his entrance or promotion and subsequent increase in  
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1 that classification shall be paid annually on July 1. Periods of  
2 absence while on leave without pay will not be included in  
3 computing waiting time.

4 (k) Maintenance of Pay Plan.

5 The Personnel Officer shall be responsible for conducting  
6 a periodic review of Pay Plan and making recommendations to the  
7 Personnel Advisory Board.

8 (l) Adoption and Amendments of Compensation Plan.

9 The Personnel Advisory Board will review all data  
10 presented by the Personnel Officer and develop all additional  
11 information necessary to make a recommendation to the County  
12 Council. When approved by the County Council, such plan shall  
13 constitute the County's Pay Plan for positions in the classified  
14 service until a new Pay Plan shall be adopted in the same  
15 prescribed manner. A Pay Plan will not be modified or changed  
16 without the approval of the County Council.

17 (m) Call-In Pay.

18 (1) Any hourly employee called on duty to do emergency  
19 work will be paid at the regular rate for the actual time worked,  
20 but in no event shall less than four (4) hours straight time be  
21 paid for the first call-in.

22 (2) If the hours worked during such call-in, in addition  
23 to the hours worked by him during the balance of his workday,  
24 exceed eight (8) hours in aggregate total for the workday, he  
25 shall be paid according to Paragraph (1) above or [subsection  
26 (6)(i),] SECTION 16-4 (f), whichever will net him the most  
27 compensation.

28 (3) Call-in time provision will not apply if an employee  
29 is notified at least twelve (12) hours before his new established  
30 starting time. An employee shall receive the benefits of the  
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1 call-in pay for the first call-in only. For subsequent call-ins,  
2 time actually worked will be paid at the rate established for  
3 overtime (time and one-half) in any twenty-four (24) hour period.

4 (4) A regular scheduled holiday will be considered as a  
5 workday.

6 (5) Any natural phenomenon (snow, sleet, or icing, etc.)  
7 which necessitates calling all forces in prior to the regular  
8 starting time shall not be treated under this Section but as  
9 regular overtime.

10 Section 16-5. Applications and Examinations.

11 (a) Announcements for Vacant Positions.

12 Announcements for all vacant positions in the Classified  
13 Service System shall be published and posted on bulletin boards in  
14 all departments and in such other places as the Personnel Officer  
15 deems advisable. Announcements shall specify the title, grade,  
16 and salary range; minimum requirements for the position; time,  
17 place, and manner of making application; and other pertinent  
18 information. Vacancy notices shall be posted for five (5)  
19 calendar days on department bulletin boards and/or ten (10)  
20 calendar days in public media if required.

21 (b) Application for Employment.

22 (1) A standard application form, approved by the  
23 Personnel Advisory Board, shall be used for all applications for  
24 employment and will be accepted only for announced vacancies.

25 (2) Qualified applications and eligibility lists shall  
26 be maintained for at least one (1) year.

27 (3) All applicants for positions in the Classified  
28 Service System may be required to take an aptitude and/or  
29 performance test to determine their position on an eligibility  
30 list. Scope and composition of such tests shall be determined by  
31 the Personnel Officer and shall be approved by the Personnel  
32 Advisory Board.

1 (4) Medical examinations may be required for all new  
2 employees. Positions requiring medical examination shall be  
3 determined by the Personnel Officer.

4 (c) Promotional Examinations.

5 (1) Open to all regular full-time employees who meet the  
6 requirements outlined in the announcement of position vacancy.

7 (2) If all test scores and/or qualifications are equal,  
8 seniority will prevail.

9 (d) Notice of Rating.

10 Each applicant will receive a written notice of rating  
11 whether eligible or ineligible. If ineligible, such notice will  
12 include the reasons for ineligibility.

13 Section 16-6. Appointments, Promotions, and Transfers.

14 (a) Appointments.

15 (1) Applicants who qualify for employment or re-employ-  
16 ment shall be placed on the appropriate eligibility list. When an  
17 appointment is to be made to a vacancy, the Personnel Officer  
18 shall determine the person or persons ranked highest on the  
19 eligibility list who have indicated a willingness to accept  
20 employment. The decision of the department head concerned as to  
21 the employment of any applicant shall be approved by the County  
22 Executive.

23 (2) Vacancies in classified service positions will first  
24 be filled by promotion or transfer of eligible employees within  
25 the classification service system. Promotions and transfers shall  
26 be on a competitive basis. Promotions and transfers shall be  
27 based on consideration of the applicant's qualifications,  
28 competitive aptitude and/or performance test (if one is given).

29 Under no circumstances may any person hold two (2) or  
30 more positions under the Classified System.



1 (b) Promotions.

2 A promotion is the movement of an employee from his  
3 present position to a higher position.

4 (c) Transfers.

5 A transfer is the movement of an employee from his  
6 present position to a like position.

7 (d) Use of Eligibility List.

8 Whenever a Civil Service position is created by the  
9 County Council or an existing position is vacant, the Personnel  
10 Officer shall provide the department head with an eligibility list  
11 for the position.

12 (e) Temporary Appointments.

13 Temporary positions shall be filled by the procedures  
14 defined in [(c) (1)] SECTION 16-5(a), Announcements for Vacant  
15 Positions, except for appointments of no more than ten (10)  
16 working days in cases of emergency.

17 (f) General Prohibitions.

18 (1) Classified Service employees shall be selected  
19 without regard to political considerations, except that political  
20 belief or affiliation subversive to the laws of the State of  
21 Maryland and of the United States of America is disqualifying.

22 (2) There shall be no discrimination against any person  
23 seeking employment or employed in the Classified Service because  
24 of any consideration of political or religious affiliation or  
25 belief, race, sex, national origin, or marital status.

26 (3) Prior conviction of a felony or crime involving loss  
27 of citizenship is disqualifying. Lesser crime may be reasons for  
28 disqualifying applicants for law enforcement.

1 (g) Interpretations.

2 The Personnel Officer is authorized to make any necessary  
3 administrative interpretations concerning certification and  
4 appointment matters consistent with these regulations or County  
5 ordinance, subject to the review of the Personnel Advisory Board.

6 Section 16-7. Employee Performance Evaluation.

7 (a) Evaluation.

8 Prior to the close of the calendar year, each department  
9 head shall submit to the Personnel Officer an Employee Performance  
10 Evaluation form based on a "satisfactory" or "unsatisfactory"  
11 rating.

12 (b) Performance Evaluation Confidential.

13 All final performance evaluations shall become a  
14 permanent part of an employee's personnel record and shall be made  
15 available only to:

16 (1) The employee or his designated representative.

17 (2) The supervisor who is considering employee for a  
18 position in his organization.

19 (3) The employee's supervisor.

20 (4) The Personnel Officer or his authorized repre-  
21 sentative.

22 (5) Members of the Personnel Advisory Board.

23 (6) County Council members or their authorized  
24 representatives.

25 Section 16-8. Separations.

26 (a) Resignation.

27 A resignation is voluntary act on the part of an  
28 employee. Normally an employee shall submit his resignation  
29 fourteen (14) calendar days prior to the effective date.

1 (b) Reduction in Force.

2 (1) Should it become necessary to reduce the working  
3 force due to the curtailment of funds or other causes, the  
4 following factors will determine the employees affected: total  
5 length of satisfactory service and current employee performance  
6 evaluation.

7 (2) If a permanent employee is reached in reduction in  
8 force, he shall be offered a demotion in his areas of speciali-  
9 zation if such opportunity exists. If he declines such offer, he  
10 must decline in writing.

11 (3) Employees affected by the reduction in force shall  
12 be notified in writing of proposed action at least thirty (30)  
13 days prior to the effective date of such action.

14 (4) Prior to a reduction in force, the number of  
15 positions by job title shall be submitted to the Personnel  
16 Officer, who shall review and determine action to be taken,  
17 subject to the approval of the County Council.

18 (c) Disability.

19 (1) A department head who feels that an employee is not  
20 capable of performing his assigned duties may request of the  
21 Personnel Officer that such employee be examined by a physician at  
22 County expense. If a disability of any kind is discovered which  
23 impairs the effectiveness of the employee or makes his continuance  
24 on the job a danger to himself or others, the following action  
25 shall be taken:

26 a. If the disability is corrective, the employee shall  
27 be given a specified time to have it corrected. If he fails to  
28 take steps to have the disability corrected within the time  
29 specified by the examining physician, he shall be subject to  
30 disciplinary action.

1           b. If, in the opinion of the examining physician,  
2 after the employee's right for an examination by a second  
3 physician, the disability cannot be corrected, the Personnel  
4 Officer shall attempt to place the employee in another position  
5 more commensurate with his capabilities. If this cannot be  
6 accomplished, the Personnel Officer shall take action to separate  
7 or retire the employee.

8           (d) Loss of Special Job Requirements.

9           An employee who is unable to perform his job adequately  
10 may be reassigned or subject to disciplinary action.

11          (e) Removal.

12          Removals are separations from Classified Service for  
13 reasons of misconduct, inefficiency, absence without permission or  
14 other serious causes.

15          (f) Retirement.

16          No employee shall continue in service beyond age seventy  
17 (70). At time of retirement, [twenty-five percent (25%)] FIFTY  
18 PERCENT (50%) of all accumulated Sick Leave will be granted as  
19 separation pay and shall be paid at the hourly rate at the time of  
20 retirement.

21          (g) Death.

22          When a permanent employee dies while in the Classified  
23 Service System of Harford County, there shall be paid to his  
24 designated beneficiary all of the employee's accumulated Annual  
25 Leave. In addition, there shall be paid to said employee's spouse  
26 or legal dependent twenty-five percent (25%) of all accumulated  
27 Sick Leave and four (4) weeks as severance pay. If there is no  
28 employee-designated beneficiary, the monies due for authorized  
29 Annual Leave only will be paid to the estate.

1 Section 16-9. Disciplinary Actions.

2 (a) Suspension.

3 (1) When in the judgment of the department head, an  
4 employee's work performance or conduct justifies disciplinary  
5 action short of dismissal or demotion, the employee may be  
6 suspended without pay and shall be given written notice stating  
7 the charges and duration of the suspension (a copy of which shall  
8 be forwarded to the Personnel Officer of Harford County). An  
9 employee suspended for more than three (3) days may request a  
10 hearing before the Personnel Advisory Board.

11 (2) An employee may be suspended pending dismissal,  
12 dismissed or demoted whenever in the judgment of the department  
13 head the employee's work or conduct so warrants. When the  
14 department head decides to take such action, he shall immediately  
15 file with the employee and the Personnel Officer a written  
16 notification containing a statement of the substantial reasons for  
17 the action.

18 (b) Grounds for Misconduct Charges.

19 (1) Incompetency, incapacity or inefficiency in  
20 performance of duties.

21 (2) Violation of law, official rules, regulations or  
22 orders, or failure to obey any lawful or reasonable direction when  
23 such action amounts to insubordination or serious breach in  
24 discipline.

25 (3) Conviction of a felony or a misdemeanor involving  
26 moral turpitude.

27 (4) Willful or repeated negligence in performing duties  
28 and conduct unbecoming an employee of the County.

29 (5) Conduct subversive to the law of the County, state,  
30 and nation.

31 (6) Sustained conduct detrimental to the efficiency and  
32 morale of the service.

1 (7) Misuse of public funds or public property.

2 (8) Falsifying reports or records.

3 [(9) Intoxication, drinking alcoholic beverages while on  
4 duty or reporting for duty under the influence of alcohol.]

5 (9) USING ALCOHOL OR CONTROLLED DANGEROUS SUBSTANCES  
6 WHILE ON DUTY OR REPORTING TO WORK UNDER THE INFLUENCE THEREOF.

7 (10) Promoting or participating in a strike, work  
8 stoppage, or slow down.

9 (11) No County employee shall directly or indirectly use  
10 or seek to use his official position, authority or influence to  
11 control or modify the political action of any other person. Nor  
12 shall any employee, during duty hours, engage in any form of  
13 political activity.

14 (12) No full-time employee shall file for any elective  
15 County office without first resigning his or her position with the  
16 County.

17 (13) No County officer or employee shall receive or be  
18 in any manner concerned with receiving any money or things of  
19 value from any other County employee for any political purpose.

20 (14) Outside business interests on the part of County  
21 personnel in commercial enterprises doing business with the County  
22 are prohibited where such personnel are by virtue of their County  
23 employment in a position to influence the acceptance and  
24 consummation of such business, or to provide significant  
25 information not generally made available to other similar  
26 commercial enterprises.

27 (15) An employee shall not accept gifts, gratuities, or  
28 loans from organizations, business concerns, or individuals with  
29 whom he has official relationships on business of the County  
30 government. These limitations are not intended to prohibit  
31 employee's acceptance of articles of negligible value which are  
32 distributed generally, nor to prohibit employees from accepting

1 the social courtesies which promote good public relations, nor to  
2 prohibit employees from obtaining loans from regular lending  
3 institutions. It is particularly important that all County  
4 employees guard against relationships which may be construed as  
5 favoritism, coercion, unfair advantage or collusion.

6 (c) Demotions.

7 A department head may, with the coordination of the  
8 Personnel Officer, reduce the salary of an employee within the  
9 range, provided in the Pay Plan or demote the employee for cause.  
10 A written statement of the reasons for any such action shall be  
11 furnished to the affected employee by his department head and a  
12 copy filed with the Personnel Officer at least seven (7) days  
13 prior to the proposed effective date of the action. The employee  
14 is entitled to a hearing before the Personnel Advisory Board,  
15 provided the hearing is requested in writing within five (5) days  
16 after the notice of the decision.

17 (d) Dismissals.

18 (1) Dismissals are made for delinquency, misconduct,  
19 inefficiency, or inability to perform the work of the position  
20 satisfactorily. All dismissals are made upon the recommendation  
21 of the department head to the Personnel Officer. No dismissal of  
22 a permanent employee shall take effect until a department head  
23 gives to such employee a written statement setting forth the  
24 reasons therefor and his appeal rights and files a copy of such  
25 statement with the Personnel Officer. An employee who has been  
26 dismissed shall be paid for his accumulated annual leave; there  
27 will be no compensation for accumulated sick leave, and he shall  
28 not have re-employment rights.

29 (2) If work of probationary or temporary employee is  
30 found to be below standards satisfactory to the department head,  
31 the department head may recommend to the Personnel Officer  
32 dismissal, demotion, or transfer of the probationary or temporary

1 employee at any time during the probationary or temporary  
2 appointment. Such actions by the department head and Personnel  
3 Officer shall not be subject to appeal.

4 (e) Appeals.

5 (1) The Personnel Advisory Board, as provided by the  
6 Harford County Charter, Section 607, shall hear all appeals from  
7 employees in the Classified Service, or appeals by any person who  
8 has taken or sought to take an examination concerning any action  
9 of the Personnel Officer or the appointing authority of the  
10 employee.

11 (2) An aggrieved employee may file a request for a  
12 hearing before the Personnel Advisory Board. The request shall be  
13 filed within five (5) days of the action by the Personnel Officer  
14 or the appointing authority of the employee. The hearing shall at  
15 the request of the aggrieved employee be public, and the Board  
16 shall schedule any hearing requested within thirty (30) days  
17 following receipt of the employee's request. The Personnel  
18 Advisory Board may compel, upon the request of any party to the  
19 hearing by subpoena the attendance of the County employee or the  
20 production of any documents or records. After a hearing before  
21 the Personnel Advisory Board, the Board may issue orders as it  
22 finds proper by the facts presented in the case. All data  
23 pertinent to the decision shall be subject to the scrutiny of the  
24 aggrieved employee or his attorney.

25 (3) In case of any appeal to the Personnel Advisory  
26 Board, its decision shall be final on all parties concerned.  
27 Section 16-10. Employee Relations.

28 (a) Definition of Grievance.

29 (1) Grievances shall be defined as any cause of dispute  
30 arising between an employee and the County over the interpretation  
31 or application of personnel rules or regulations.  
32



1 (2) Any employee or group of employees who present a  
2 grievance can do so with freedom from coercion, reprisal or  
3 discrimination and with representation.

4 (3) This grievance procedure in no way affects any  
5 classified service action which the employee may decide to use.

6 (b) Procedure for Presentation of Grievances.

7 (1) The employee shall first discuss his grievance with  
8 his immediate supervisor.

9 (2) If the grievance is not resolved at this state, the  
10 employee may convert his complaint to writing and submit it to his  
11 department head. If the complaint is not resolved at this state,  
12 the employee may refer his grievance through departmental channels  
13 to the Personnel Officer. This entire process will take place  
14 within thirty (30) days after receipt of the grievance by the  
15 immediate supervisor. The Personnel Officer shall review the  
16 grievance and advise the employee of his decision. The employee  
17 may appeal any decision of the Personnel Officer to the Personnel  
18 Advisory Board as provided for in [subsection (g)(5)] SECTION 16-9  
19 (e).

20 (c) Work Hour Adjustments - Lateness.

21 (1) Foremen are authorized to excuse any lateness up to  
22 three (3) minutes by initialing the time card.

23 (2) Foremen are authorized to excuse any lateness from  
24 three (3) minutes to fifteen (15) minutes by providing the  
25 justification in writing to the payroll section of their  
26 department.

27 (3) For anticipated lateness beyond fifteen (15)  
28 minutes, employees must call in and, prior to the end of the work  
29 day, must fill out a leave slip for the amount of time lost.

30 (4) Under no circumstances will anyone change or alter  
31 the foremen's decision without consulting the individual or  
32 individuals and foreman involved.

1 (d) Returning to Shop (Normal Work Day).

2 (1) Foreman will schedule their work in order that all  
3 vehicles return to their work location no earlier than 3:15 p.m.  
4 and no later than 3:20 p.m.

5 (2) If there appears to be a delay which will cause an  
6 undue hazard to the employees or the public in order to return to  
7 the center before 3:20 p.m., the foreman, assistant foreman, or  
8 acting foreman shall call the appropriate numbers as posted by the  
9 Personnel Officer before 3:00 p.m. for approval for overtime work.

10 (e) Approved Overtime.

11 Approved overtime shall be paid in fifteen (15) minute  
12 intervals.

13 Section 16-11. Records and Reports.

14 (a) Personnel Transactions.

15 All official personnel actions will be made on authorized  
16 forms as prescribed by the Personnel Officer. Copies of official  
17 personnel actions shall be included in employee's personnel  
18 record. All personnel records will not be subject to inspection  
19 except to employees and persons authorized whether by the employee  
20 or the Personnel Officer or the County Council.

21 (b) Reports.

22 The Personnel Officer shall submit an activity report to  
23 the Personnel Advisory Board at least annually and at such other  
24 times as the Board shall designate. Copies of these reports may  
25 be submitted to other interested operating officials if they so  
26 request.

27 (c) Attendance Records.

28 Time reports will be submitted by immediate supervisor,  
29 approved by the department head, and submitted to the Department  
30 of Treasury.

1 (d) Review of Payroll Records.

2 On a periodic basis, the Personnel Officer shall review  
3 payroll IBM printouts and other information necessary to examine  
4 names, salaries, and other data to ascertain that all employees  
5 listed have been duly appointed and data shown is accurate.

6 (e) Employee Files.

7 The Personnel Officer shall compile and maintain a  
8 complete file on each employee.

9 Section 16-12. Attendance and Absence.

10 (a) Hours of Work.

11 (1) Clerical and staff offices will open at 8:30 a.m.  
12 and close at 4:30 p.m. One (1) hour will be granted for lunch.

13 (2) All employees on the hourly pay plan, Central Alarm,  
14 Detention Center, and the Sheriff's Department will work a forty  
15 (40) hour week.

16 (3) Any department requiring twenty-four (24) hour per  
17 day operation may schedule shifts for its employees as required.

18 (4) Department of Public Works: Inspectors shall be  
19 required to work the same hours as contractors.

20 (b) Attendance.

21 (1) Each employee has an obligation and is expected to  
22 report for duty in a fit condition to fully perform his duties and  
23 report at the time and place scheduled.

24 (2) Each department head shall be responsible for the  
25 attendance or authorized absence of each of his employees.

26 (c) Holidays.

27 (1) The following days are designated as regular  
28 holidays and employees excused from duty shall receive their full  
29 rate of pay with no charge to leave:

30 New Year's Day January 1

31 DR. MARTIN LUTHER KING'S BIRTHDAY JANUARY 15

32 [Washington's Birthday Third Monday in February]

PRESIDENT'S DAY	Third Monday in February
[Maryland Day	March 25]
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
[Columbus Day	Second Monday in October]
Veterans' Day	<del>Fourth Monday in October</del>
	<u>NOVEMBER 11</u>
Thanksgiving Day	Fourth Thursday in November
Friday After Thanksgiving Day	Friday After Thanksgiving Day
Christmas Day	December 25

[Two (2)] EIGHT (8) personal leave days per year.

(d) Annual Leave.

(1) Annual Leave will be requested and approved in advance. If, due to unusual circumstances, it is not possible to obtain prior approval for such absence, a request may be submitted after the fact for department head approval. If a department head does not approve such request, he shall so inform the employee and record it as absent without pay and so notify the Personnel Officer.

(2) Annual Leave shall not be granted nor used during the probationary employment period. Any necessary absence during the probationary period will be charged as leave without pay.

(3) Accrual Rate.

All regular full-time employees shall accrue annual leave on the following basis:

[1 month to four years	1 day/month - 12 days/year
4 years to 10 years	1-1/4 days/month - 15 days/year
Over 10 years	1-3/4 days/month - 21 days/year]

(a) 0 THROUGH 3RD YEAR OF SERVICE INCLUSIVE:

12 DAYS OF ANNUAL LEAVE PER YEAR (1 DAY PER MONTH)

(b) 4TH THROUGH 9TH YEAR OF SERVICE INCLUSIVE:

~~14~~ 15 DAYS ANNUAL LEAVE PER YEAR (1-1/4 DAYS PER MONTH)

(c) 10TH THROUGH 15TH YEAR OF SERVICE INCLUSIVE:

21 DAYS ANNUAL LEAVE PER YEAR (1-3/4) DAYS PER MONTH)

(d) OVER FIFTEEN YEAR OF SERVICE:

24 DAYS ANNUAL LEAVE PER YEAR (2 DAYS PER MONTH)

(4) Maximum Accumulation - a total of [thirty (30)] THIRTY-FIVE (35) days annual leave is the maximum that may be carried over from one (1) calendar year to the next.

(5) Payment for unused annual leave - when an employee is separated from or otherwise leaves the County service, he shall be paid in a lump sum for such leave, not to exceed [fifty-one (51)] FIFTY-NINE (59) days.

(6) Temporary Employees - annual leave shall not be granted temporary employees, nor shall they accrue or accumulate such leave.

(e) Sick Leave.

(1) Accrual rate - all regular full-time employees shall accrue sick leave credits on the basis of 1-1/4 days for each full month of creditable service.

(2) Maximum accumulation - there shall be no limit on the amount of sick leave credits that can be accumulated.

(3) Sick leave usage - sick leave will be available only in the following instances:

(i) Actual illness or disability of the employee.

(ii) Necessary medical, dental, or optical examination and/or treatment.

(iii) Normally such absences will be requested and approved in advance and will not exceed one (1) day. Confinement to home because of quarantine, as determined by authorized medical authority.

1 (4) Requests for sick leave - if an employee is unable  
2 to report for duty because of illness, he shall notify his  
3 department head as soon as possible; but not later than two (2)  
4 hours after the time he was to report for duty. Any exception to  
5 this rule must be approved by the department head. Failure to  
6 comply with this requirement may result in a loss of pay for time  
7 off.

8 (5) Normally an employee's personal certification will  
9 be accepted for an absence of three (3) days or less. If a  
10 department head has reason to believe that sick leave privileges  
11 are being abused, he may require the employee to furnish a medical  
12 certificate for any period of sick leave. However, such request  
13 must be furnished the employee in writing.

14 (f) Maternity Leave.

15 (1) Classified employees may use accrued sick leave for  
16 any pregnancy connected disability during their pregnancy until it  
17 is expended or until they return to work, whichever occurs first.  
18 An employee must submit to her supervisor and the Personnel  
19 Officer as soon as possible after the termination of the  
20 pregnancy, a written certification from the attending physician  
21 specifying when the employee will be physically able to return to  
22 work.

23 (2) Employees may continue to work for as long as they  
24 are physically able before the date of delivery, provided a  
25 written certification from the attending physician stating that  
26 continued employment would not be injurious to the employee's  
27 condition is submitted to and approved by her supervisor and the  
28 Personnel Officer. The employee may also return to work as soon  
29 as physically able following the termination of pregnancy. This  
30 determination will be made by the attending physician. All  
31  
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1 employees returning from maternity leave are required to submit to  
2 and have approved by the Personnel Officer a certification of  
3 ability to return to work from their attending physician.

4 (3) Employees may take up a total of six (6) months  
5 leave without pay after the exhaustion of accrued sick leave, if  
6 they do not wish to return to work as soon as physically able. If  
7 an employee does not use all accrued sick leave while temporarily  
8 disabled due to maternity reasons, all unused sick leave will be  
9 credited upon returning to work.

10 (4) Any time circumstances occur in a maternity illness  
11 which are different from or do not conform in exact detail to the  
12 general circumstances described in the above policies, they may be  
13 interpreted and decided upon their individual merits by the  
14 Personnel Officer.

15 (5) During employee's leave her vacancy becomes an  
16 "obligated position," and shall be reserved for employee until her  
17 return to duty or resignation. If a replacement is required, such  
18 replacement will be hired on a temporary appointment not to exceed  
19 the period of leave. When employee on leave is ready to return to  
20 duty from maternity leave, she shall notify the Personnel Officer  
21 in writing of this fact and indicate the date of return. She  
22 shall submit this notice at least fifteen (15) days in advance of  
23 return date. Such notice shall include a medical certificate  
24 indicating ability to return to duty and date. The person  
25 occupying the position on a temporary basis shall be notified, in  
26 writing, of the termination of her temporary appointment. Such  
27 notice to temporary employee shall be issued so that employee will  
28 have at least seven (7) calendar days notice of separation. If  
29 for any reasons employee does not intend to return to duty, her  
30 notice will be considered as a resignation and be treated as such.

1 (g) Excused Absence.

2 Each department head shall have the authority to grant  
3 excused absence for a period of time not to exceed one (1) hour in  
4 any one (1) day. Such absence may be charged to occasional  
5 periods of tardiness or absence during normal duty hours.  
6 Excessive tardiness or any unapproved absence from duty may  
7 subject employee to disciplinary action.

8 (h) Military Leave.

9 (1) A permanent employee who leaves the County service  
10 to enter the Armed Forces of the United States, or is in  
11 emergencies called by the Governor shall be placed on military  
12 leave without pay. Such leave shall extend through ninety (90)  
13 days after Honorable Discharge. Such employee shall be entitled  
14 to re-employment in his former position, or one of like seniority,  
15 status and pay without loss of seniority, provided he makes  
16 application within ninety (90) days after Honorable Discharge and  
17 is physically and mentally capable of performing the duties of his  
18 position.

19 (2) Any employee who is a member of the United States  
20 Military Reserve or a National Guard unit and is required to  
21 engage in annual training exercises will be granted a leave of  
22 absence with pay for a period not to exceed a total of three (3)  
23 weeks in one (1) calendar year. If any members of the National  
24 Guard are ordered to active duty under authority of the Governor,  
25 they shall be entitled to leave of absence with pay for such time  
26 while actually serving under active duty orders, in addition to  
27 the three (3) week period specified above. Military leave will  
28 not be deducted from other leave earned by the employee.

29 (3) Sick leave accrual will be retained in the  
30 employee's credit for his use when he is re-employed. However,  
31 sick leave will not accumulate while on military leave.  
32



1 (4) Any request for deferment shall be made only by the  
2 Personnel Officer.

3 (i) Civil Leave.

4 An employee may be granted civil leave and excused from  
5 duty, with pay, in the following circumstances:

6 (1) When selected to serve on jury duty.

7 (2) When subpoenaed to appear before a court, public  
8 body, or commission in connection with County business.

9 (3) When performing emergency civilian duty in  
10 connection with the national, state, or local security.

11 (4) Any employee called for jury duty will be reimbursed  
12 the difference between payments received as a juror and his  
13 regular salary. Such leave shall not be deducted from any other  
14 leave earned by the employee.

15 (5) All other civil leave shall be approved by the  
16 County.

17 (j) Educational Leave.

18 A full-time permanent employee may be granted educational  
19 leave, with pay, for the purpose of taking courses directly  
20 relating to his work as determined by the appropriate department  
21 head, and approved by the Personnel Officer.

22 (k) Disability Leave.

23 (1) An employee who is injured on the job shall be  
24 reimbursed the difference between payments received under the  
25 State's Workmen's Compensation Act and his regular salary as  
26 follows:

27 (i) One (1) day to twelve (12) months - one (1) week's  
28 pay. For any length of service thereafter, the employee shall be  
29 granted a week's pay for each year of service. A year shall be  
30 determined as any length of service from one (1) day to three  
31 hundred sixty-five (365) days. At the expiration of the benefits  
32 shown, the employee may elect to use his accumulated sick and/or

1 annual leave. Any benefits paid as prescribed above will be the  
2 difference between the payments received under the State's  
3 Workmen's Compensation Act and his regular salary. When the  
4 employee elects to use his accumulated leave, the same adjustment  
5 will be made on monetary value of accumulated leave (number of  
6 days times the hourly rate) until such time as this money is  
7 exhausted; then employee will receive only benefits prescribed by  
8 the Workmen's Compensation Act until disability is established by  
9 the County physician.

10 (ii) A Deputy Sheriff injured on or off duty, when  
11 performing an act to comply with his oath of office, where there  
12 is no proof of negligence or misconduct, shall be afforded  
13 indefinite pay treatment of differential between his base pay and  
14 Workmen's Compensation until disability is established by the  
15 County physician.

16 (iii) The Sheriff of Harford County or his designated  
17 representative shall decide on the eligibility of an injured  
18 deputy to qualify for disability payments under this section.

19 (1) Leave Without Pay.

20 (1) A department head, with the approval of the  
21 Personnel Officer, may grant a permanent employee a leave of  
22 absence without pay for a period not to exceed one (1) year. The  
23 approval and grant of such leave of absence without pay shall be  
24 based on the fact that there is a reasonable assurance that the  
25 employee will return to duty and that such absence will be of  
26 benefit to the employee and to the County.

27 (2) Failure of employee to return to duty from leave of  
28 absence without pay shall be construed as a resignation effective  
29 on the last day of approved leave of absence.

1 (m) Funeral Leave.

2 (1) Permission for funeral leave or conditions caused by  
3 death in the immediate family for a maximum period of three (3)  
4 work days with pay shall be granted at the discretion of his or  
5 her superior. One (1) day extra will be permitted for travel out  
6 of state after the date of burial except when the burial occurs on  
7 a Friday or Saturday.

8 (2) The immediate family is considered to be spouse,  
9 father, mother, sister, brother, child or grandparent of the  
10 employee and family of spouse in these relationships.

11 Section 2. And Be It Further Enacted that this Act shall take  
12 effect sixty (60) calendar days from the date it becomes law.

13 EFFECTIVE: September 6, 1985  
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85-29

BY THE COUNCIL

AS AMENDED

BILL NO. 85-29 (as amended)

Read the third time.

Passed LSD 85-19 (July 2, 1985) (with amendments)

Failed of Passage \_\_\_\_\_

By order

Angela Markowski, Secretary

Sealed with the County Seal and presented to the County Executive  
for his approval this 3rd day of July, 19 85  
at 3:00 o'clock P.M.

Angela Markowski, Secretary



APPROVED:

BY THE EXECUTIVE

[Signature]  
County Executive

Date 7-8-85

BY THE COUNCIL

This Bill (No. 85-29, as amended), having been approved by  
the Executive and returned to the Council, becomes law on  
July 8, 1985.

Angela Markowski, Secretary

EFFECTIVE DATE: September 6, 1985

85-29

AS AMENDED